

# PERSRU Newsletter

Issue 01/99

January through March 1999

## PERSRU ASSISTANCE IN WORKFORCE RESTORATION

You've undoubtedly seen the ALDIST's and ALCOAST's concerning the Coast Guard's Workforce Restoration Plan. (The most recent are ALDIST 005/99 and ALCOAST 095/98.) The Plan is aimed to reduce personnel shortages throughout the Coast Guard. At the PERSRU, you play a key role in the Plan, particularly with respect to the goal of "increasing the percentage of active duty members released from active duty who join the SELRES".

Some key things to do are:

- Ensure all members RELADing receive counseling on the benefits of affiliating with the Coast Guard Reserve as outlined in ALCOAST 091/98.
- Ensure that the member completes an Assignment Data (CG-3698A), and that a copy of the CG-3698A is sent to the ISC (fot) responsible for the geographical area where the member will reside after separation from active duty. See page 3-B-17, Personnel and Pay Procedures Manual.

If the member decides to affiliate with the Reserve, take the appropriate action, i.e.:

IF	THEN
member is RELADing	prepare all of the RELAD transactions specified in section 8-B of the SDA-II User Manual.
member is becoming a drilling reservist	on the departing L68C transaction, record the drilling OPFAC of where the member will be drilling.
member is being discharged from the USCG and enlisting in the USCGR	prepare all the Discharge and all the Enlistment transactions specified in sections 8-C and 7-C of the SDA-II User Manual.

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Dale Hosman (MAS)



### SELRES and Affiliation Bonuses

ALPERSRU A/99 announced the change at HRSIC in processing Reserve Enlistment and Reenlistment bonuses.



HRSIC (MAS) now has the responsibility for payment of bonuses. Please ensure all CG-3307's for SELRES and Affiliation bonuses are faxed to 785-295-2594.

HRSIC (MAS) point of contact for bonus questions is YN2 Brown at 785-357-3564.

**YN2 Brown (MAS)**

### Criteria for Reserve Good Conduct Awards



Page 8 of the Aug-Dec 1998 PERSRU Newsletter contained an article concerning Good Conduct Awards. Paragraph 2 of that article described the eligibility criteria for the Coast Guard Reserve Good Conduct Medal.

The three criteria listed were incorrect, as they have been modified by ALDISTs 033/98 and 134/97. Effective 4 June 1997, reserve personnel are eligible for the Coast Guard Reserve Good Conduct Medal upon completion of three consecutive anniversary years in which the reservist:

- Earns at least 50 retirement points per anniversary year; and
- Obtains satisfactory conduct marks.

Sorry about providing the bad scoop in the original article. Thanks to LT Jones, YNCS Michel, YN1 Meyer, YN1 Merchant, and YN1 Chappell for notifying me of the inaccuracy in the article.

**Dale Hosman (MAS)**

### Submitting a Retained Beyond Normal Expiration Of Enlistment (P176) transaction and the Release From Active Duty (RELAD) transac-

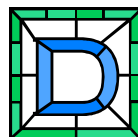


When submitting the P176 transaction with the same effective date as a Release From Active Duty (RELAD) transaction, the effective time of the RELAD transaction must be at least 5 minutes later than the effective time of the P176 Transaction.

This procedure will be included in change 1, Chapters 2A and 8B of the SDA II User Manual.

**YNC Jo Scott**

### P620 And Code "D" for Messing Entitlement To Be Resumed At Permanent/TAD



When submitting the P620 returning members from TAD who will be immediately departing the permanent unit PCS or for further TAD assignment the next day, use code "D" in element code 06 (messing entitlement to be resumed at permanent/TAD unit).

For members going PCS the next day, code "D" will not restart the prior rations type and will ensure the PCS departing transaction processes correctly.

For members going to another TAD site the next day, code "D" will not restart the prior rations type and will ensure the subsequent 620 submitted the next day processes correctly.

**Bill Schirmer (MAS)**

## A Proactive PERSRU Is A Productive PERSRU

Being **proactive** is the key to any successful and productive PERSRU. Here are a few things every PERSRU should be doing to be most productive:

- After an update, check for errors on Amdahl by using K8 - ERROR FEEDBACK INQUIRY. Make necessary corrections to any errors the PERSRU can fix. Try to determine the reason why an action did not process correctly. Then contact the auditor to discuss the errors the PERSRU can not take action on. Use the error feedback as a training tool to prevent future errors of the same type.
- Monthly run reports from SDA2. The following reports will help reduce errors:
  - Pending Incoming PCS Transfer Report
  - Extension/Re-extension Verification Report
  - Pending SOI Report
  - Separation List
  - Expiration of Enlistment report going back 90 days
  - SRB Report
- Make sure you receive an SDA2 update after every polling cycle. Run the update to keep the SDA2 database current.
- Auditors should review PDRs of personnel reporting PCS for completion and accuracy. At a minimum, check the PDIF for awards, school codes & eligibility for career sea pay premium, and the CG-4170A.
- Check all E-4 (without dependents) over 4 years service and above to ensure BAH-PCS was completed.
- Prior to the polling cut off, run **sys/allid.p** from the Adhoc menu. This will provide a complete listing of all pending transactions remaining in SDA2. Check to see if there are any transactions that may have been overlooked and need to be transmitted.



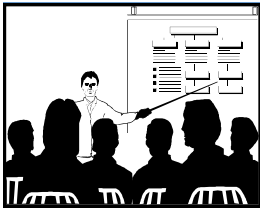
The PERSRU at the Integrated Support Command Saint Louis consistently achieves document accuracy rates of above 99.5%. The overwhelming philosophy of the PERSRU team can be boiled down to these key points:

- Know your people and what they are capable of.
- Utilize all available resources.
- Think in terms of what you can do for your customer, not what they can do for you. Too many times people look in terms of "What's in it for me".
- Be proactive—not reactive. Anticipate your customer's needs, don't react to their deeds.
- There is always an opportunity under any disheveled mess.

**PO1 Jim Barnes  
(ISC ST. LOUIS)**



## PMIS/JUMPS II



Currently, we are in the process of awarding a contract to a company with People Soft implementation experience. This team of experienced analysts/programmers will assist the Coast Guard in designing the new PMIS/JUMPS II (PJ2) system. To help us guide the design of PJ2 and eventually assist in testing PJ2, we have organized a team of CG members who have an in-depth understanding of pay and/or personnel regulations. These people were selected to assist in representing the views of the users of the PJ2 system. They were selected because they have a wide range of pay and personnel experience at many different types of units. We could have easily added many other YNs and CWOs with extensive pay and personnel experience, but we needed to limit the size of the group primarily for logistic reasons.

The members of the PJ2 Review Team are:

LT Theresa Tierney	CGPC (epm-2)
CWO3 Bess Carrothers	HRSIC (pj2)
CWO2 Larry West	ISC St. Louis (persru)
YNCM Chip Keithley	ISC Portsmouth (persru)
YNCS Jeff Creighton	Group St. Petersburg (persru)
YNCS Paul Michel	ISC St. Louis (persru)
YNC Doug VanOort	CGPC (epm-2)
YNC David Jones	TRACEN Petaluma (YN Subject Matter Specialist)
YN1 Dave Forrest	HRSIC (mas)
YN1 Scott Tull	CGPC (adm-3)
YN1 Jay Anderson	Group Corpus Christi (persru)
YN2 James Dignan	Group Key West (persru)

On an as needed basis, the following members will supplement the PJ2 Review Team:

YNCM Pat Stolle	CCGDEIGHT (CMC)
YNCM Dwane Simpson	TRACEN Petaluma (YN "A" School Chief)
QMCM Thomas Hall	CCGDONE (CMC)
YNCM Ken Weir	COMDT (G-WRI)
EMCS Kevin Isherwood	USCGC MIDGET (WHEC 726), (COB)
Mrs. Karen Stadler	HRSIC (ses) & YNC in USCGR
YN1 William Duvall	CG Academy (Cadet/OCS PERSRU)
YN1 Gerry Fields	CG Support Center Elizabeth City (persru)

If you have any questions or comments regarding PJ2, please feel free to give CWO3 Carrothers a call at 785 357-3664 or send an Email [Bcarrothers@hrsic.uscg.mil](mailto:Bcarrothers@hrsic.uscg.mil).

**CWO Bessie Carrothers**  
**HRSIC (PJII)**



### Good Info From (DC)

SGLI – There is some incorrect info in the Personnel and Pay Procedures Manual concerning reserve SGLI. The manual will be corrected, but in the mean time there is incorrect information being relayed to the members in the field. Section 5-A-8 should read: The following reserves are eligible for VGLI.

Reservists assigned to OPFAC 87400, 87500 or 87600 are not eligible for SGLI except for the first 120 day after separation (at no cost). These members may be eligible for Veterans Group Life Insurance (VGLI) by contacting OSGLI:

Office of Service members' Group Life Insurance  
213 Washington Street  
Newark, NJ 07102-2999  
Phone: 800-419-1473 or 201-802-8840.

MGIB – The Veteran's Administration has established a nationwide education information help line. By dialing 1-888-GI BILL1 (1-888-442-4551) veterans, dependents, school officials, veterans service officers and others can receive education benefits information including detailed eligibility criteria and general background on VA programs, 24 hours a day, seven days a



week.

Education Benefits information is also available on the VA's Home Page on the Internet at <http://www.va.gov/education>. This link will also be added to HRSIC's Home Page in the near future.

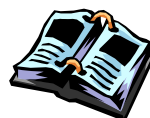
SAVINGS BONDS – When member's transfer or move and change their current mailing address (segment 66) Persru's are reminded to check the address for savings bonds (segment 78).

If you have any questions please contact HRSIC (dc) Michael T. Dodd at 785-357-3615 or email [mdodd@hrsic.uscg.mil](mailto:mdodd@hrsic.uscg.mil).

**Michael Dodd**

### Transactions Unnecessarily Submitted Out-Of-Range (OOR)

An increasing number of PERSRUs are submitting out of range documents unnecessarily. Below are three of the most commonly submitted transactions with unnecessary OOR effective dates.



1. CG4170A -You should use the date the form is prepared if it is only being submitted for update purposes. (i.e., Acquisition of an **additional** dependent and dependency information can be approved by the PERSRU.)
2. L67A, Action Code P341 -

– You can use the date the form is prepared unless the effective date of advancement is included.

3. L67A, Action Code 305 - You should always use the date the form is prepared for the effective date.

When these transactions are submitted with an incorrect OOR effective date, they are considered "double jeopardy" on the PAR report.

First, the transaction is counted in the OOR column. Second you are charged an "A" error because the transaction was not prepared correctly according to the book. Third, our feedback will be to delete the OOR document and resubmit in range. Of course, the deletion then comes in OOR. That adds up to 3 "errors" on 2 documents that easily could have been avoided.

### HRSIC Performance and Training Team



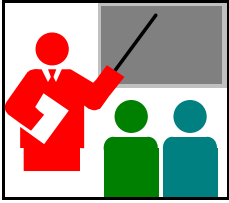
Don't forget to visit HRSIC's great web site at:

[www.uscg.mil/hq/hrsic/](http://www.uscg.mil/hq/hrsic/)

This site grows day by day and has great information for all our customers!



## Retiree And Annuitant Services Provides



The USCG Transition and Relocation Assistance Program regularly schedules seminars at various locations in order to help you prepare for a smooth transition as you

leave active duty. Staff from HRSIC's Retiree and Annuitant Services (RAS) attends many of these seminars to bring valuable information to those members who are entering retirement. Following is a brief outline with some highlights of our RAS presentation.

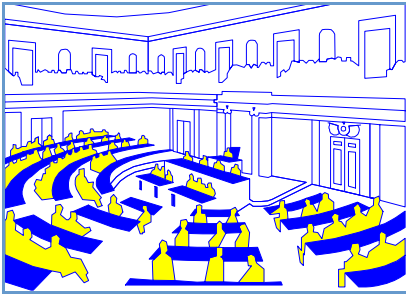
- **Form CG HRSIC-4700, Retired Pay Account Worksheet.** When you leave active duty your pay account is shut down. To open your retired pay account, RAS uses the information you provide on the Form 4700 and enters all personnel data to create your record in the Retired system. In order for your retired pay account to be opened accurately and on time, RAS must receive the 4700 filled out completely.
- **Pay Projection Worksheet.** When you sign up to attend a seminar, and you are entering retirement, RAS prepares a Pay Projection especially for you based on the information we have available. The RAS representative will discuss the entries on the Pay Projection, and will try to answer any questions you may have. Some of the entries covered during the presentation are:
  - **Highest Grade Held**
  - **Service Time for Retirement**
  - **Service Time for Pay**
  - **Retired Pay Multiplier**
  - **VA Compensation**
  - **Taxable Retired Pay**
  - **Garnishments**
  - **Federal and State Income Tax**
  - **When Retired Pay Arrives**

- **Retirement Formulas.** Information is presented on the computation of retired pay based on one of the three formulas in effect, depending on when you entered the service.
- **Dual Compensation.** Find out if you are subject to reduction in your retired pay under the Dual Compensation law if you go to work for the Federal Government after retirement, and if so we'll help you understand how it is computed.
- **Allotments in Retirement.** Many of the allotments in retirement are the same as those you had in active duty. But there are some exceptions and we'll explain those to you.
- **Survivor Benefit Plan (SBP).** There are always many questions about SBP, from what are the monthly costs, to what are the real benefits to the survivor. Find out the facts. One thing for sure without SBP coverage your retired pay stops immediately upon your death.

The RAS presentation will help you and your spouse understand your retirement benefits; as well as give you an indication of the services we provide. In addition because retirement benefits have become more complicated in the past few years, if you have 18 or more years of service creditable towards retirement attendance at a seminar is highly encouraged (CG Personnel Manual chapter 12.C.4.a.) We intend to give you the best service possible as you enter retirement. In RAS we care about our customers – and we want you to know that.

**Nancy Hawkins (RAS)**

## Recap Of Changes To The Survivor Benefit Plan (SBP)



The Department of Defense Authorization Act of 1999, under Public Laws 105-85 and 105-261, provides the following changes to the Survivor Benefit Plan:

1. Public Law 105-85 **Discontinuance of SBP Participation on Second Anniversary** allows a one year period beginning two years after commencement of retired pay during which SBP participants may choose to discontinue participation in the Plan.
2. Public Law 105-261 Sec 641, **Paid-Up Coverage Under Survivor Benefit Plan** allows no further collection of monthly SBP premiums from retired pay when member participating in SBP attains 70 years of age or 360 months (30 years) of premium payments whichever comes later. The first opportunity for paid up entitlements begins 1 October 2008.

*For example,* consider a member who elected to participate in SBP on 1 November 1972. The member's monthly retired pay was \$1,000.00. The election for SBP was at a reduced base of \$300.00, resulting in a monthly cost of \$7.50. On 1 November 1992, during an SBP Open Season, the member increased the SBP base (which had increased to \$600.00) to the full amount of retired pay. At the time of the increase full retired pay was \$2,000.00 and therefore this change increased the monthly premium from \$15.00 to \$130.00. On 1 October 2008, the first opportunity for paid up SBP premiums, the member would have paid SBP premiums for more than 360 months on the initial election. If the member was 70 years of age or older, the initial monthly premium cost would be considered paid up and the SBP premium would continue only for the increased coverage made during the open season. That cost would be considered paid up on 1 November 2002.

3. Public Law 105-261 Sec 642 **Survivor Benefit Plan Open Enrollment Period** allows a one year open enrollment period to elect, or increase level of coverage in SBP. This open season begins 1 March 1999 and runs through 29 February 2000. See article in April 1999 Newsletter for detailed information.
4. Public Law 105-261 Sec 643 **Effective Date of Court-Required Coverage for Former Spouse** requires that SBP premiums be charged against retired pay beginning with the date of a court-ordered divorce, if member is required to provide former spouse SBP coverage, and date of divorce is on or after 17 October 1998. If an election is not received from the retired member within the year of the date of divorce, the former spouse may request a deemed election within the one year period from date of divorce. If member follows the stipulation of the court order but makes the election for former spouse SBP coverage several months after the date of divorce an overpayment of premiums will be charged to the member. Previously the retired member had one year from the date of divorce to comply with the court-ordered elections of former spouse coverage for SBP.



**Nancy Hawkins (RAS)**

## Payment Of Service Members' Group Life Insurance (SGLI) Premiums By Selected Reservists

### References

- (a) VA Handbook 29-75-1
- (b) CG Personnel Manual, COMDTINST M1000.6 (series), Articles 18.D.4 and 18.D.5
- (c) CG Pay Manual, COMDTINST M7220.29 (series), Sections 6.A and 12.O
- (d) 38 U.S.C. 1965-1976
- (e) 38 CFR Part 9
- (f) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Pages 5-A-7 thru 5-A-13
- (g) Source Data Automation II User Manual, HRSICINST M5231.2 (series), Pages 2-A-197 thru 2-A-199

Under references (a) thru (e), selected reservists (i.e., reservists "assigned to a unit or position where they may be required to perform active duty or active duty for training and each year will be scheduled to perform at least twelve periods of inactive duty training") are automatically covered full-time under SGLI – unless the reservist declines SGLI coverage in writing. Reservists who are members of the individual ready reserve (IRR) or retired reserve (RET-1 and RET-2) are not covered by SGLI; these reservists may elect coverage under the Veterans' Group Life Insurance (VGLI) program. Selected reservists pay their SGLI premiums by payroll deduction. IRR and RET-2 reservists pay their VGLI premiums directly to the Office of Service members' Group Life Insurance (OSGLI); RET-1 reservists pay their VGLI premiums to OSGLI either by direct payment or through voluntary allotment from their retired pay.

Each month, the Coast Guard pays SGLI premiums to OSGLI. In the case of selected reservists who do not earn monies during the month (i.e., they do not perform drills or ADT during the month, or drill without pay), the Coast Guard pays the premium on behalf of the selected reservist, then collects the premium(s) paid from the selected reservist's future pay. If the selected reservist does not expect to drill or

perform ADT for an extended period of time, he/she needs to submit a direct remittance to HRSIC (DC) to pay the SGLI premium. Failure to pay the SGLI premium can result in the selected reservist's SGLI coverage being terminated due to delinquency in premium payment.

Selected reservists who are delinquent in payment of SGLI premiums are provided notice on their LES in the Remarks block. The following notices are provided:

- **First month** of delinquency: "Your SGLI premium arrearage as of   (date)   is \$\_\_\_\_\_."
- **Second month** of delinquency: "Your SGLI premium arrearage as of   (date)   is \$\_\_\_\_\_."
- **Third month** of delinquency: "Your SGLI premium arrearage as of   (date)   is \$\_\_\_\_\_. Your SGLI is in arrears for 60 days. Per law, your SGLI will be terminated if remittance is not received within 60 days. Make your check payable to USCG and send to:  
**Commanding Officer (DC),  
Coast Guard HRSIC, 444 SE Quincy St, Topeka, KS  
66683-3591,**  
or you may make payment by Visa or Master Card by calling **785-357-3610.**"
- **Fourth month** of delinquency: "Your SGLI premium arrearage as of   (date)   is \$\_\_\_\_\_."

Your SGLI is in arrears for 60 days. Per law, your SGLI will be terminated if remittance is not received within 30 days. Make your check payable to USCG and send to:  
**Commanding Officer (DC), Coast Guard HRSIC,  
444 SE Quincy St,  
Topeka, KS  
66683-3591,**  
or you may make payment by Visa or Master Card by calling **785-357-3610.**"

- **Fifth month** of delinquency: "Your SGLI premium arrearage as of   (date)   is \$\_\_\_\_\_. Your SGLI is over 60 days in arrears. Per law, your SGLI is being terminated."

Approximately 40 selected reservists each month have their SGLI terminated under references (d) thru (f) for nonpayment of premiums. Once SGLI is terminated:

- (1) The reservist remains indebted for the SGLI premium arrearage that existed at the time of SGLI termination (normally 5 months of SGLI premiums).
- (2) In order to be reinstated into SGLI:



## SGLI (Continued)

- (a) The reservist must pay the SGLI premium arrearage; then re-apply for SGLI coverage by submitting SGLV Forms 8285 and 8286 to the PERSRU.
- (b) To effect reinstatement, the PERSRU must input an Elect/Decline SGLI transaction (P809, element codes 03, 07, and 08) under reference (g). [Note: This transaction will reject if there is an SGLI arrearage in segment 32.]

Here's some things the PERSRU can do to eliminate SGLI problems and workload:

- Educate selected reservists on how the SGLI program works, and the consequences of a selected reservist becoming delinquent in payment of SGLI premiums.
- Record reservist status changes timely, i.e.: report transfers to the IRR (OPFAC 87400) timely – since transfer to OPFAC 87400 automatically terminates SGLI.
- Advise selected reservists who do not drill regularly that SGLI premiums can be paid in advance. By doing so, any month that a paid drill or ADT is not performed, the current month's SGLI premium will be automatically deducted from the advanced payment balance.
- When a USCG member separates, and elects to immediately become a selected reservist, advise the member that:

- (a) The member will become liable for SGLI premiums beginning the month after separation from the USCG; and
- (b) If the member does not plan to begin drilling within three months of separation, the member needs to remit SGLI premium payments to HRSIC (DC) in order to prevent SGLI coverage from being terminated due to non-payment of premiums.

**Dale Hosman (MAS)**

## Invalid Direct Deposit Account Numbers



As the change from paper checks to Direct Deposit/Electronic Funds Transfer (DD/EFT) progresses, the number of returned payments that is being received by HRSIC Voucher Section is increasing to where we are receiving in excess of 100 returned items each month. The largest percentage of returns are caused by the use of invalid account numbers.

When starting an allotment, it is important to remember that an allotment must go to a valid savings or checking account number at the financial institution. Loan numbers or insurance policy numbers are not accounts and sending payments to them will cause the

payment to be rejected and returned to HRSIC for crediback to the service member with the result that the payment is either not made or is delayed because it must be resent.

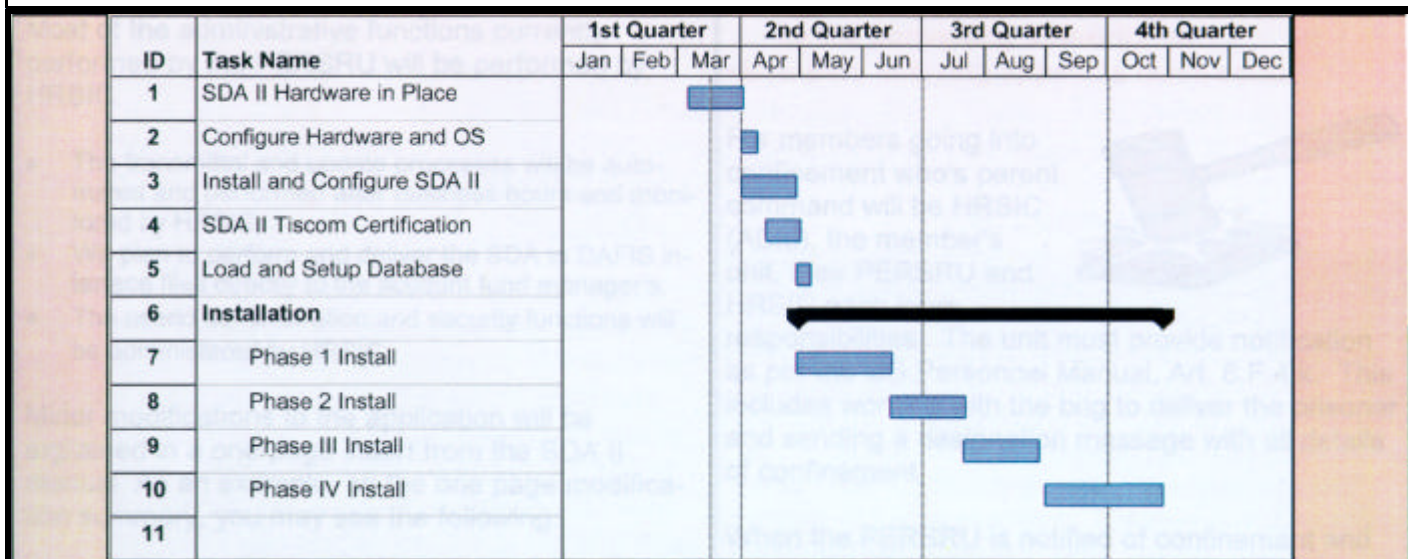
Upon notification by Dept of Treasury that a payment has been returned, we credit the member's PMIS/JUMPS account and advise the PERSRU that the payment has been returned and the reason for the return. We are depending on the PERSRU to contact the service member to advise him/her that the payment has been returned and to obtain correct account information. At the time of notification of return of the payment, we also advise the PERSRU that if the payment is returned a second time, HRSIC will stop the allotment. HRSIC will make special payments for the returned items if a financial hardship will be created by the normal return and credit process.

The use of direct deposit for disbursement of allotment payments is a much improved method for delivery of funds. It permits faster resolution of problems in delivery and allows for the tracking of the payment from the time it leaves Treasury until it is either correctly posted to an account or is returned to the originator for credit back to the member. However, the benefits will be diluted if HRSIC and the PERSRUs do not work together to ensure that payments are being accurately started.

**Terry Rogers  
HRSIC (Vouchers)**

## Centralized SDAI Timeline

The centralization of SDA II is moving along. We have established a planned timeline (see project plan below) for the application. The hardware at OSC Martinsburg should be in place by end March 1999 and TISCOM certification is set for 13 April 1999. If testing goes well, we plan on implementing the application at HRSIC as per the project plan. From there our deployment strategy targets the ISC PERSRUs with full CG wide deployment by fall 1999. Below is a description of the SDA II centralized system.



### PHASE I

534740000 CG HRSIC 3<sup>rd</sup> DECK  
 505240017 CG TISCOM  
 534740002 CG HRSIC  
 984785003 CG HQ SUPRT CMD (A-1)

### PHASE II

324670004 CG ISC ST LOUIS  
 324680008 CG ISC CLEVELAND  
 324690006 CG ISC MIAMI BEACH  
 324700002 CG ISC BOSTON  
 324710031 CG ISC PORTSMOUTH  
 324730021 CG SUPRTCEN ELIZABETH CITY  
 324771010 CG ISC NOLA  
 330259535 CG ISC KETCH DET JUNEAU (PRU)  
 334600013 CG ISC KODIAK  
 334720012 CG ISC SEATTLE  
 334750030 CG ISC ALAMEDA  
 334770018 CG ISC KETCHIKAN  
 334772020 CG ISC SAN PEDRO  
 334781016 CG ISC HONOLULU

### PHASE III


606010001 CG ACADEMY  
 746120094 CG TRACEN PETALUMA  
 756310049 CG RESTRACEN YORKTOWN  
 766510079 CG AVTRACEN MOBILE  
 776610439 CG TRACEN CAPE MAY  
 776710038 CG TRACEN CAPE MAY

274795040 CG TRACEN CAPE MAY UDC  
 017313626 CG ACT NEW YORK  
 057313302 CG ACT BALTIMORE  
 012011509 CG AIRSTA CAPE COD  
 112017015 CG AIRSTA SAN DIEGO  
 112029020 CG AIRSTA SACRAMENTO

### PHASE IV

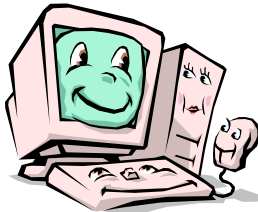
013621279 CG GP PORTLAND  
 013621523 CG GP WOODS HOLE  
 013621708 CG GP SOUTHWEST HARBOR  
 053623408 CG GP FORT MACON  
 073628910 CG GP CHARLESTON  
 073629315 CG GP ST PETERSBURG  
 073629820 CG GP KEY WEST  
 077614025 CG GANTSEC  
 083118010 CG BASE GALVESTON  
 083324425 CG MSO HOUSTON-GALVESTON  
 083623906 CG GP MOBILE  
 083624917 CG GP CORPUS CHRISTI  
 113626610 CG GP HUMBOLDT BAY  
 113626905 CG GP SAN FRANCISCO  
 133627125 CG GP ASTORIA  
 133627420 CG GP NORTH BEND  
 133627727 CG GP PORT ANGELES  
 147618029 CG MARSEC  
 857400001 NOAA CORPS-CPC11

Continued Next Page

<b>Centralized SDAII Timeline</b> <i>(continued)</i>	<b>Confinement And Administrative Assignment To HRSIC (ADM)</b>										
<p>Although we have not changed the look and feel of SDA II, most of the changes are behind the scenes. There will be one centralized database residing at OSC, Martinsburg that will contain all CG member data and transaction history. Users of the system will only have access to the members they service.</p> <p>Most of the administrative functions currently performed by the PERSRU will be performed by HRSIC.</p> <ul style="list-style-type: none"> <li>• The transmittal and update processes will be automated and performed after business hours and monitored by HRSIC.</li> <li>• We plan to perform and deliver the SDA to DAFIS interface files directly to the account fund manager's.</li> <li>• The userid administration and security functions will be administered by HRSIC.</li> </ul> <p>Minor modifications to the application will be explained in a one-page insert from the SDA II manual. As an example, on the one page modification summary, you may see the following:</p> <p>Since the entire CG is present in the centralized database, when you press F2 from the SSN lookup screen, you will only have access to the members you service. For the quickest response, see the chart below.</p> <table border="0"> <thead> <tr> <th><u><b>ACTION</b></u></th><th><u><b>Response</b></u></th></tr> </thead> <tbody> <tr> <td><b>Enter the entire SSN</b></td><td>&gt;</td></tr> <tr> <td><b>Enter the member's last name</b></td><td>&gt;</td></tr> <tr> <td><b>Enter the first couple of letters of the last name</b></td><td>&gt;&gt;&gt;</td></tr> <tr> <td><b>Just press F2</b></td><td>&gt;&gt;&gt;&gt;&gt;&gt;</td></tr> </tbody> </table> <p>The only requirements from the PERSRUs perspective are as follows:</p> <ul style="list-style-type: none"> <li>• Running on standard workstation III</li> <li>• Windows NT 4.0</li> <li>• Latest image delivered by TISCOM (currently 4.4)</li> <li>• VBA Extensions (These are Visual Basic DLL files that are used with WORD Macro's)</li> <li>• Hummingbird Hostexplorer V6 terminal emulator software (Will be provided to the PERSRU)</li> </ul> <p>Please share this with your ESU's and/or whoever handles your SWIII installation.</p> <p style="text-align: center;"><b>Jim Ventucci (SDM)</b></p>	<u><b>ACTION</b></u>	<u><b>Response</b></u>	<b>Enter the entire SSN</b>	>	<b>Enter the member's last name</b>	>	<b>Enter the first couple of letters of the last name</b>	>>>	<b>Just press F2</b>	>>>>>>	<p>Coast Guard members are administratively assigned to HRSIC after a court martial on three occasions:</p> <ul style="list-style-type: none"> <li>• <b>A sentence to confinement of 90 days or more, or</b></li> <li>• <b>An unsuspended punitive discharge approved by the convening authority, or</b></li> <li>• <b>Members entering appellate leave status</b></li> </ul> <p>For members going into confinement who's parent command will be HRSIC (ADM), the member's unit, their PERSRU and HRSIC each have responsibilities. The unit must provide notification as per the CG Personnel Manual, Art. 8.F.4.k. This includes working with the brig to deliver the prisoner and sending a designation message with all details of confinement.</p>  <p>When the PERSRU is notified of confinement <b>and</b> the sentence meets one of the occasions listed above they should complete the begin confinement transaction. The Report of Results of Trial contains what sentence was adjudged and any pre-trial agreements made. The P640 to begin confinement and the Departing Endorsement should be transmitted. The PDR should then be mailed to HRSIC (ADM). HRSIC will complete all other transactions.</p> <p>HRSIC is responsible for completing the Reporting Endorsement, changing SGLI coverage, and any other transactions needed. HRSIC will also complete the Court Memorandum on the 14th day after the sentence is adjudged.</p> <p>Refer to the SDA II User Manual, Chapter 11-C for assistance in completing the confinement event.</p> <p><b>The HRSIC (ADM) point of contact is YN2 Frank Jennings. He can be reached via email at <a href="mailto:fjennings@hrsic.uscg.mil">fjennings@hrsic.uscg.mil</a>, by phone at: <b>785-357-3605</b>, or fax number <b>785-295-2721</b>.</b></p> <p style="text-align: center;"><b>YN1 Debbie Tidwell (SES)</b></p>
<u><b>ACTION</b></u>	<u><b>Response</b></u>										
<b>Enter the entire SSN</b>	>										
<b>Enter the member's last name</b>	>										
<b>Enter the first couple of letters of the last name</b>	>>>										
<b>Just press F2</b>	>>>>>>										

## "The Computer Said "I Could Do It""

"Why did you submit an enlistment bonus on SA Jones"? One of the most often responses I get from newly reported yeomen, especially from YN "A" school, is "I thought he was entitled to the bonus since SDA II allowed me to process the transaction." When asked: "Where's the source document, reference, etc?" I get this glared eye response: "They told me he was entitled, so I processed it. It worked, so he must be entitled, right?" Now you may be thinking, "an enlistment bonus, yeah right, who would be so stupid without reviewing the contract;" however, it happens. We may not measure the occurrence, but we do measure the number of over and under payments made each year. Remember the PDR you inherited and discovered the E-5 with a dependent was receiving BAH w/o and BAH Diff at his last floating command. How does this type of mistake happen? We have Payment Authorizing Officials (auditors) reviewing the work and signing off on all transactions. Could it be **we rely to heavily on a computer software program to do our job?** You have heard it before, garbage in, garbage out. We need to take a step back and remember: *we provide information, guidance, and administrative services* (paraphrased from YN mission statement). We must take the time to research entitlements, analyze and interpret information and then, **and only then**, process the information to PMIS/JUMPS. This part of your job will become even more important in the future when P/J II comes on line and junior yeomen will be making decisions as a PAO. Keep the word "professional" as a primary part of the yeoman's mission statement, if not, the rating will be in jeopardy of extinction. Remember, anyone can punch a key!



**CWO4 Mitch Baker  
(ISC Cleveland)**

## Enlisted Performance Eval Forms

If you receive any complaints from units that they have run out of blank Enlisted Performance Evaluation Forms (EPEF) and they are experiencing difficulties obtaining more; they can receive a limited shipment if they fax a request to ELC at (410) 762-6213. Attention: CPO Dixon. The statement, "No copies exist at unit" must be written on the order form.



**YNC Emily Lucas (ADV)**

## Distribution Changes To The Personnel And Pay Procedures Manual

Following distribution of change 3 to the 3PM, which cost the Coast Guard over \$15,000 to print and mail, a review of the distribution grid was completed. Some units might notice a slight decrease in the number of future changes. The new standard distribution will be based on:

- **One manual (minimum) for each unit,**
- **One manual for each YN in an Admin Office Billet,** *(personnel admin office)*
- **One manual for every 4 YN's attached to a PERSRU.**

A complete 3PM Manual and changes are also available for viewing or downloading at : [www.uscg.mil/hq/hrsic/](http://www.uscg.mil/hq/hrsic/) .

**YNC Doug Rose (PRC)**



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